

# **I-Reporting for Child Care**

## **Step-By-Step Instructions for PARENTS**

### **Department of Human Services**

Internet Billing is the easiest and most convenient way to bill Michigan's Department of Human Services (DHS) for state-funded child care. These step-by-step instructions explain how to use the I-Billing system.

#### **STEP 1**

Go to [www.michigan.gov/childcare](http://www.michigan.gov/childcare). On the left-hand side of the screen click on *"Parent Reporting"* in the blue box.

#### **STEP 2**

Click on *"Log-in to I-Reporting"* in the top box under *"Parent Reporting Overview"*. I-Reporting is the I-Billing system for Parents. When you enter the system, you will see the Parent/Client log-in screen.

Enter your ten-digit Parent/Client ID number and six-digit PIN.

**NOTE:** You will be required to change your Personal Identification Number (PIN) every 180 days. You can change your PIN from the Main Menu of the Internet billing screen. If you forget your PIN, you can submit a PIN change request by calling 1-800-444-5364, and a new PIN will be mailed to you.

#### **STEP 3**

Choose the pay period you would like to report your Daily Parent Actual Activity Hours and Total Child Care Hours for. Click on the *"Report"* button for that pay period.

#### **STEP 4**

Enter your Daily Parent Actual Activity Hours. This information is located on your DHS-641, Child Development and Care (CDC) Parent Record.

Round numbers to the nearest half hour. For example, if on Monday your Parental Actual Activity hours were 8 hours and 37 minutes, you would enter 8.5 for that day.

#### **STEP 5**

Enter the Total Child Care hours for each child approved and authorized for child care. This is the total for the two week pay period. It is **not** the daily total.

#### **STEP 6**

You may choose to *"Save and Continue"* or *"Save and Return to Main Menu"*.

If you choose to *"Save and Continue"*, your work will be saved, but it will not be submitted to DHS. You will remain on the current page in the I-Billing system. If you make this selection, you will not have exited the system.

If you choose to *"Save and Return to Main Menu"* your work will be saved, but it will not be submitted to DHS. You can go back and finish this at a later time. If you make this selection, you will be exiting the system.

## STEP 7

When you have entered **both** your Daily Parent Actual activity Hours and Total Child Care Hours, you must check the “*Certify*” box located at the bottom of the reporting screen.

**NOTE:** You must keep complete and accurate records of need hours. These records must show the Daily Parent Actual Activity Hours and Total Child Care Hours for each child. You must retain these attendance records for four years from the date of care for auditing purposes. You may access the *Child Development and Care Parent Record (DHS-641)* from the DHS public website at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

## STEP 8

After you have checked the “*Certify*” box, click on the “*Submit to DHS*” button.

- **Once you certify and submit your information to DHS, you will NOT be able to make corrections.**

## STEP 9

A completed invoice (PDF file) will appear that you may print for your records, but this invoice does not replace your completed Child Development and Care Parent Record (DHS-641) that you must retain for four years.

To close the PDF file, click the “X” in the upper right hand corner of the screen. You will then be directed to the I-Billing Main Menu where you can exit the system.

**NOTE:** If you have questions about I-Billing (Internet Billing), you may use our online Parent Reporting Training location at [www.michigan.gov/childcare](http://www.michigan.gov/childcare).

For help with I-Billing or Telephone reporting, you may speak to someone weekdays, except holidays, by calling 1-866-990-3227.

|                                   |                        |
|-----------------------------------|------------------------|
| Monday, Tuesday, Thursday, Friday | 8:00 a.m. – 5:00 p.m.  |
| Wednesday                         | 8:00 a.m. – 7:00 p.m.. |
| Saturday                          | 9:00 a.m. – 1:00 p.m.  |

**Extended hours on Wednesdays and Saturdays are effective April 1, 2009 through June 30, 2009.**

You may also report billing hours by using the Telephone Billing system at:  
1-888-779-2775 (touch-tone)  
1-888-826-1772 (voice-activated)



Quantity: -0-  
Cost: -0-  
Authorization: DHS Director

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.